

TABLE OF CONTENTS

August 3, 2009

CHAPTER 1 - GENERAL DEPARTMENT

Subchapter 1.1 Department Communications

DOR 1.125 Use of Cellular/Wireless Phones

Subchapter 1.2 Department Operations

DOR 1.230 Internal Regulation Process

DOR 1.235 Fiscal Notes for Administrative Rules

DOR 1.240 Exceptions Committee

Subchapter 1.3 Risk Management

DOR 1.330 Reception and Hosting of Visitors

Subchapter 1.5 Travel and Expenses

DOR 1.510 Travel Authorization and Expenses

DOR 1.530 Reimbursement for Recruitment/Relocation Expenses

DOR 1.540 Assignment of State Vehicles

DOR 1.550 Reporting Vehicular Accidents

DOR 1.560 Reimbursement for Consumer/Family Supports and Accommodations

CHAPTER 2 -- CLIENT RIGHTS

Subchapter 2.1 Grievance Procedures

DOR 2.105 Processing Client Rights Grievances

Subchapter 2.2 Investigation Procedures

DOR 2.205 Abuse and Neglect Definitions, Investigation Procedures and Penalties, State Operated Facilities

DOR 2.210 Abuse and Neglect Definitions and Procedures: Community Provider Facilities

DOR 2.220 Employee Misconduct Definitions and Procedures: State Operated Facilities

CHAPTER 3 -- PLANNING AND EVALUATION

CHAPTER 4 -- PROGRAM IMPLEMENTATION AND RECORDS

Subchapter 4.0 Program Plans

DOR 4.040 Intake Procedures

DOR 4.060 Risk Screening and Assessment Procedures

Subchapter 4.1 Clinical Standards and Procedures

- DOR 4.140 Use of Restraints, Seclusion and Time Out (CPS)
- DOR 4.145 Use of Restraints and Time Out
- DOR 4.152 Administration of Psychotropic Medications Involuntarily
- DOR 4.180 Management and Prevention of Choking and Aspiration

Subchapter 4.2 Record Keeping

- DOR 4.270 Reporting & Recording Unusual Incidents

Subchapter 4.4 Release and Discharge Procedures

- DOR 4.410 Duty to Warn
- DOR 4.470 Revocation of Conditional Release or Trial Release
- DOR 4.475 Release of Criminally Committed Clients
- DOR 4.480 Policies and Procedures for Granting Passes to Committed Clients
- DOR 4.496 Determination of Fitness to Proceed to Criminal Trial

CHAPTER 4 -- PROGRAM IMPLEMENTATION AND RECORDS (Continued)

Subchapter 4.5 Transfer Procedures

- DOR 4.533 Transfer to Biggs Forensic Center
- DOR 4.537 Staff Conferences for Biggs Forensic Center Patients
- DOR 4.563 Hearings for Transfer of Minors to Adult Wards

Subchapter 4.6 Certification Procedures

- DOR 4.610 Medication Aide Certification

Subchapter 4.7 Notification

- DOR 4.710 Notification of Registered Offenders Residing in Department Operated Residential or Inpatient Facilities
- DOR 4.720 Consumer Notification of Registered Offenders when Residing in a Department Funded Community Placement with Licensed, Certified or Accredited Residential Providers.

CHAPTER 5 -- FISCAL ADMINISTRATION

Subchapter 5.0 Reimbursement for Services

- DOR 5.025 Copy and Report Charges for Distribution
- DOR 5.055 Collection Procedures

Subchapter 5.2 Grants Development and Administration

- DOR 5.210 Applications for Grants and Agreements for Federal and Private Funding

Subchapter 5.3 Administration of Mental Health Trust Fund

- DOR 5.310 Procedures for Operation of the Mental Health Trust Fund

CHAPTER 6 -- HUMAN RESOURCES

Subchapter 6.0 Employee Rights and Procedures

- DOR 6.005 Employee General Rights
- DOR 6.010 Prohibition of Sexual and Other Harassment
- DOR 6.015 Employee Disclosure of Unlawful Acts or Mismanagement
- DOR 6.050 Disciplinary Actions

- DOR 6.090 Handling Employee Grievances
- Subchapter 6.1 Personnel Administration**
- DOR 6.115 Policy on Pay Distribution and Adjustment
- DOR 6.120 Layoffs
- DOR 6.140 Sick Leave
- DOR 6.142 Family Medical Leave
- DOR 6.143 Military Family Medical Leave
- DOR 6.155 Temporary Modified Duty
- DOR 6.180 Holiday Credit
- DOR 6.195 Procedure for Use of Military Leave
- DOR 6.196 Disaster Leave
- DOR 6.197 Direct Care Overtime Payments

- Subchapter 6.3 Recruitment-Retention**
- DOR 6.320 See DOR 1.530

- Subchapter 6.4 Staff Development**
- DOR 6.440 Tuition Reimbursement
- DOR 6.455 Educational Stipends Applications
- DOR 6.457 Educational Loan Payments
- DOR 6.478 Certification of Forensic Examiners

CHAPTER 6 -- HUMAN RESOURCES (Continued)

- Subchapter 6.5 Employee Processing**
- DOR 6.510 Screening Employees and Volunteers
- DOR 6.520 Alcohol & Other Drug Free Workplace
- DOR 6.530 Essential Functions
- DOR 6.550 Employee Termination Process
- DOR 6.560 Human Resources Personnel Files

- Subchapter 6.6 Employee Rules**
- DOR 6.650 Nepotism
- DOR 6.665 Conflict of Interest/Conflicting Employment

CHAPTER 7 -- COMMUNITY PLACEMENT AND LICENSURE

- Subchapter 7.3 Placement Appeal Procedures**
- DOR 7.350 Appeal if No consent to Placement from Mental Retardation Facilities

CHAPTER 8 -- REGULATORY COMPLIANCE

- Subchapter 8.0**
- DOR 8.005 Notice of Privacy Practices Procedures
- DOR 8.010 Policy: Amendment of Protected Health Information
- DOR 8.020 Policy: Consumer Right to Request Restrictions on the Use or Disclosure of Protected Health Information (PHI)
- DOR 8.030 Policy: Access to Consumer Protected Health Information by Consumer, Parent, Guardian or Personal Representative
- DOR 8.040 Access to Consumer Protected Health Information (PHI) by Department of Mental Health Staff, Volunteers or Students

DOR 8.050	Policy and Procedures for Obtaining Authorization for the Disclosure of Protected Health Information
DOR 8.060	The Provisions of an Accounting of Disclosures of Protected Health Information to Consumers
DOR 8.070	Policy and Procedure for the Verification of Identify and Authority of Requestor
DOR 8.080	Ensuring Confidentiality of Protected Health Information for DMH Staff working away from a Facility setting
DOR 8.090	Mandatory HIPAA Privacy and Security Training
DOR 8.100	Designated Records Sets
DOR 8.110	Retention and Destruction of Protected Health Information
DOR 8.140	HIPAA Compliant Process
DOR 8.150	Minimum Necessary Standard
DOR 8.160	HIPAA Sanctions
DOR 8.170	External PHI Data Request Process
DOR 8.300	User Access to Electronic Data
DOR 8.340	Use of Email Containing PHI
DOR 8.350	Information Security Incidents
DOR 8.370	Security Maintenance
DOR 8.380	Workstation Use and Security